

Welcome

Welcome Customer Administrator. This manual will show you how to add a user to your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

CUSTOMER SUPPORT

Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

Email

support@www.colorado.gov

Mail

Colorado Interactive

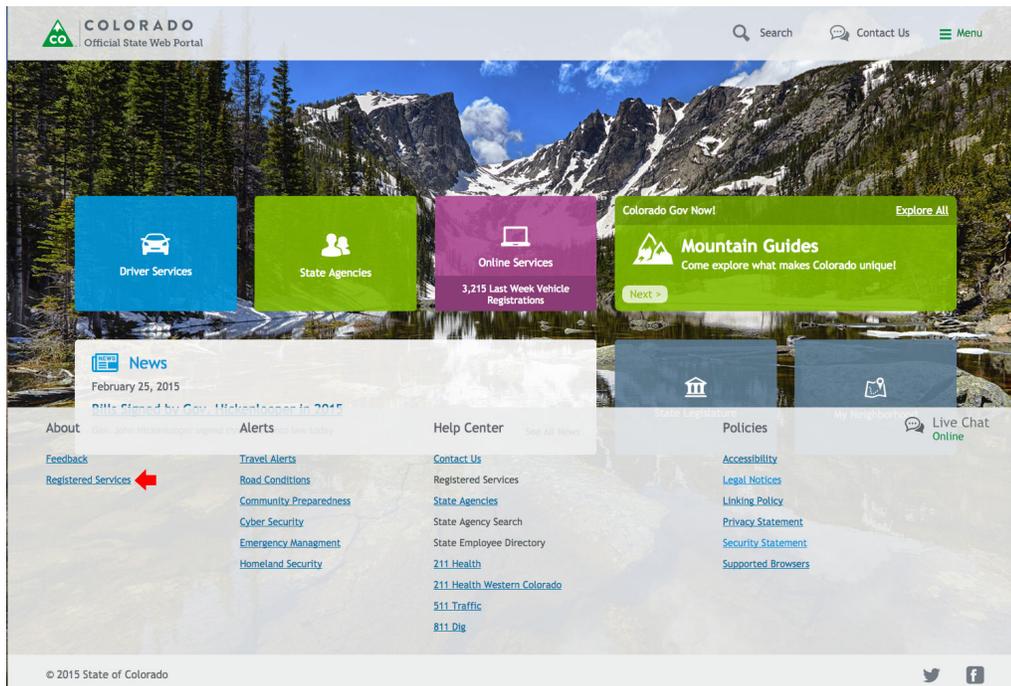
600 17th Street, Suite 2150 South

Denver, CO 80202

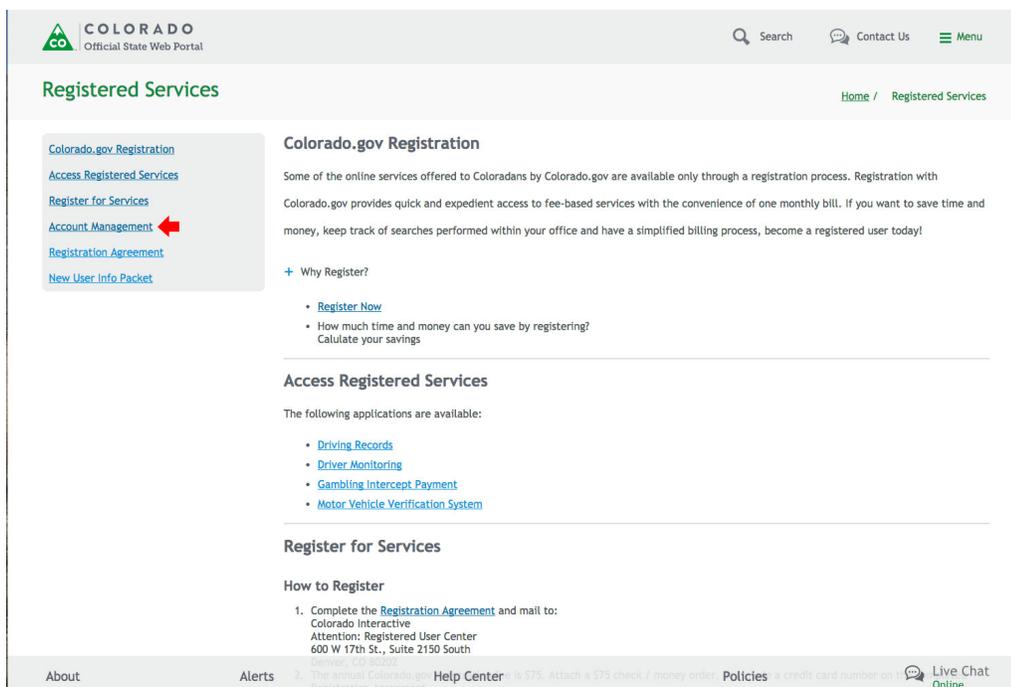
Adding a User

This function allows the Customer Administrator to add a new user at anytime. The Customer Admin will issue a username and password to the new user. At that point the Customer Administrator will fax the activation form Colorado Interactive to activate that user.

1.1.1 Colorado.gov Homepage-Access the Registered Services page



1.1.2 Registered Services Page-Access Account Management section



1.1.3 Registered Services Page-Access Customer Data Base (CDB)

COLORADO
Official State Web Portal

Search Contact Us Menu

Account Management

To manage your Colorado.gov registration account, refer to the following resources:

Billing Options

Accounts are billed monthly for usage and annually for registration renewal.

- + Credit Card Billing
- + Auto Check Option
- + Manual Billing Invoice
 - [Customer Data Base \(CDB\) - Login required](#) ←
 - [Customer Administration User Guide](#)
 - [Add a User](#)
 - [Account Terms and Conditions](#)
 - [Change a User Password](#)
 - [User Activation Notice](#)
 - [Deactivate a User](#)
 - [Gambling Intercept User Activation Form](#)
 - [Change General Information](#)
 - [Change Billing Information](#)
 - [Notification Distribution Lists](#)

* If a Customer Administrator's password is lost or forgotten, they must contact Colorado Interactive.

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1.1.4 Log into CDB (Customer Data Base)-Enter username and password



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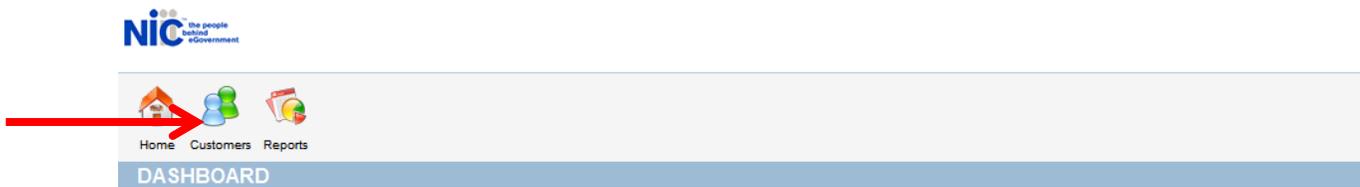
Login to Your CDB Account

Login:

Password:

[Forgot my password](#)

1.1.5 Select Customer



1.1.6 Select Users

CUSTOMER SUMMARY
Home > Customers > Customer Summary

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-
Contact Email:	johnsmith@abccompany.com	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main Denver, C USA
NIC Customer;		Secondary NAICS Code:	
Status Changed;	08/27/2009		
Primary NAICS Code:			

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

Phone Information

Phone:	123-456-7890
Secondary Phone:	
Fax:	
Mobile:	

1.1.7 Select Add User

USERS
Home > Customers > Customer Summary > Users

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
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Total records: 2 page 1 of 1

Login	Name	Login Type	Email	Phone	Status	
jdoe	Jane Doe	User			Inactive	<input type="button" value="New Password"/>
jsmith	John Smith	Customer Admin	johnsmith@abccompany.com		Active	<input type="button" value="New Password"/>

First | Previous | Next | Last

1.1.8 User Details

Please fill in user information and choose Submit.

ADD USER
Home > Customers > Customer Summary > Users > Add User

Customer Information
Customer Name: ABC Company Customer Number: 100361

Add User
ID:
Login: * (Login should be at least 4 alphanumeric characters.)
Password: *
First Name: (Password should be at least 5 alphanumeric characters. Current strength requires at least one letter be upper case and one lower case.)
Last Name:
Email:
Status: *

The following section is optional, but if data is entered into this section the fields with an * are required.

Address Information
Address 1: *
Address 2:
City: *
State/Province: *
Postal Code: *
Country:

The following section is optional, but if data is entered into this section the fields with an * are required.

Phone Information
Main: *
Secondary Phone:
Fax:
Mobile:
Pager:
Alternate Number 1: Description:
Alternate Number 2: Description: